

# Woodstock Planning & Zoning Commission

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## REGULAR MEETING

Thursday, October 21, 2021

7:30PM

WOODSTOCK TOWN HALL, MEETING ROOM 1

***Members of the public are required to wear masks in the Town Hall.***

### **1. Call to Order:** Jeffrey Gordon called meeting to order at 7:34pm

#### a. Roll Call

Members Present- Jeffrey Gordon (Chair), Jeffrey Marcotte, Joseph Adiletta, Mark Blackmer, Gail Dickinson, Nancy Fraser, Doug Porter (Alternate, attended via Zoom), Syd Blodgett, Dean Gould (Alternate)

Members Absent- David Morse, Timothy Young, Dwight Ryniewicz (Alternate)

Others Present- Ashley Stephens (ZEO), Delia Fey (Town Planner), Recording Secretary Amy Monahan, Several members of the public including Bruce Woodis of KWP Associates and Engineer Pete Praent, CHA.

#### b. Noted for record: Quorum

#### c. Pledge of Allegiance: Jeffery Marcotte lead the Pledge of Allegiance.

### **2. Meeting Rules and Guidelines**

- a. The state statute currently allows for in person meetings unless quorum or more requests virtual meetings. Doug Porter has chosen to attend this meeting virtually. Because of virtual attendance, this meeting is being recorded and can be viewed at <https://youtu.be/HzBM-DRXFWE>. This procedure has been reviewed and approved by Town Attorney Richard Roberts.
- b. Thank you all for wearing your masks. Masks are currently required inside the Town Hall.

### **3. Designation of Alternates**

D. Gould and D. Porter were seated as Alternates. D. Porter was present via a virtual meeting connection.

### **4. Chair's Report**

- a. Thank you to all staff and commissioners for all the hard work that takes place between meetings.

### **5. Citizens' Comments**

- a. None

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## 6. Meeting Minutes

- a. September 23, 2021- Regular Meeting
- b. b. September 30, 2021 Special Meeting

**\*Motion** made by Joe Adiletta to approve as presented the Commission's meeting minutes of September 23rd, 2021, and September 30th, 2021. **\*Seconded** by Mark Blackmer. There was no discussion and all were in favor- **The motion unanimously passed.**

## 7. Preliminary Discussion

- a. 440 RT 198- special permit discussion
  - i. No one present to discuss
- b. 580 Brickyard Road- Special Permit for Events
  - i. Has been withdrawn

## 8. Public Hearing – 7:45

- a. SP-652-08-38- 150 Route 169- Woodstock Academy c/o Christopher Sanford- Map 6395, Block 64, Lot 11- Construction of 156 new parking spaces at the Loos Center for the Arts – Continued
  - i. Chair Jeff Gordon noted that required documents from the DOT were received on 10/05/21 and distributed to the commission. Engineer Pete Praent, CHA, representing the applicant, was present with documentation as well.
  - ii. There were no changes in the plan since last meeting
  - iii. Joe Adiletta questioned if the plans now include turning off lights when not needed and at reasonable hours when events require usage
    - 1. Woodstock Academy plans to accommodate all lighting concerns
    - 2. Chair Jeff Gordon noted that the lighting plan submitted meets all PZ regulations.

**\*Motion** made by Joe Adiletta to close the public hearing on SP-652-08-38, 150 Route 169, The Woodstock Academy, c/o Christopher Sandford, Map 6395, Block 64, lot 11, construction of 156 new parking spaces at The Loos Center for the Arts. **\*Seconded** by Mark Blackmer. There was no discussion and all were in favor- **The motion unanimously passed.**

- b. Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a – continued
  - i. There will be an updated draft including comments mentioned and changes available for the commission to view.
  - ii. Chair Jeff Gordon noted that there were no objections by the lake districts at this point. The districts did request that copies of the draft be sent to them for review at next board meeting and that the commission wait to make decisions until after each board meeting.

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- iii. Discussion of whether to regulate the Lake Districts included what the PZC able to and stay within state statutes. The decision needs to be made whether to allow ADU's in lake districts before changes can be made to the regulations.
  - 1. Town Planner Delia Fey proposes not allowing ADU's in lake districts because of concerns with septic and water quality- especially since the state statutes do not allow minimal lot sizes anymore.
  - 2. Gail Dickinson questioned limits on non-conforming lots. Nancy Fraser noted relationship between non-conforming and lot size limitations. Syd Blodgett questioned if ADU's would be allowed in a non-conforming home. The consensus was that they would be allowed as long as the ADU does not make the home more non-conforming but clarification will be made about this with Attorney Rich Roberts.
  - 3. Doug Porter brought up how current standards are fine for one occupant but not adequate for more than one person. He sees many ADU's being built for aging parents or children with spouse and/or family. Decisions need to be made considering the changing trends in ADU construction.
    - a. Chair Jeff Gordon stated that we can increase size areas as desired as long as our regulations are not smaller than state regulations.
  - 4. PZC decisions must consider future owners and how to regulate. Is the point of amending is to create an ADU that anyone can live in? What is the definition of "affordable"? What is the definition of "short term" and "long term" rentals?
  - 5. Joe Adiletta asked for the PZC to be given the median size of a single family home in the town of Woodstock to assist in calculating ADU size.
  - 6. Mark Blackmer questioned what requires new septic. All septic decisions are made by NDDH and are determined by number of bedrooms and bathrooms, not by square footage.

**\*Motion** made by Gail Dickinson to continue the public hearing to November 18th, 2021, at 7:45 PM, on the proposed text amendment for the purpose of updating accessory apartment zoning regulations, Article IV A and Article IV B2a. **\*Seconded** by Nancy Fraser. There was no discussion and all were in favor- **The motion unanimously passed.**

### 9. Non-Residential Zoning Permits

- a. None

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## 10. New Business

- a. Proposed updates to the Land Use Fee Ordinance
  - i. There was a proposal to update in November 2017 and the committee approved in February 2018. The Board of Selectmen took no action. Town Planner Delia Fey, ZEO Ashley Stephens, Town Attorney Rich Roberts and the Commission are asked to review the draft. Modifications were made to clarify the process.

## 11. Old Business

- a. SP-652-08-38- 150 Route 169- Woodstock Academy c/o Christopher Sanford- Map 6395, Block 64, Lot 11- Construction of 156 new parking spaces at the Loos Center for the Arts

**\*Main Motion** made by Gail Dickinson to approve as presented SP-652-08-38, 150 Route 169, The Woodstock Academy, c/o Christopher Sandford, Map 6395, Block 64, lot 11, construction of 156 new parking spaces at The Loos Center for the Arts, with the condition that it comply with all of the applicable lighting regulations including the timing of the lights being on and off.

**\*Seconded** by Mark Blackmer.

**Secondary Motion #1** made by Syd Blodgett for SP-652-08-38, 150 Route 169, The Woodstock Academy, c/o Christopher Sandford, Map 6395, Block 64, lot 11, construction of 156 new parking spaces at The Loos Center for the Arts, require that all of the post-development phase items on Sheet #7 be listed on Sheet #7 as being the responsibility of the owner to do. **\*Seconded** by Dean Gould. **The motion unanimously passed.**

**\*Secondary Motion #2** made by Gail Dickinson for SP-652-08-38, 150 Route 169, The Woodstock Academy, c/o Christopher Sandford, Map 6395, Block 64, lot 11, construction of 156 new parking spaces at The Loos Center for the Arts, approve the Erosion & Sediment Control bond in the amount of \$7,975.00 and certify the Erosion & Sediment Control Plan. **\*Seconded** by Syd Blodgett. **The motion unanimously passed.**

Main Motion as twice amended: Approve as presented SP-652-08-38, 150 Route 169, The Woodstock Academy, c/o Christopher Sandford, Map 6395, Block 64, lot 11, construction of 156 new parking spaces at The Loos Center for the Arts, with the condition that it comply with all of the applicable lighting regulations including the timing of the lights being on and off; require that all of the post-development phase items on Sheet #7 be listed on Sheet #7 as being the responsibility of the owner to do; approve the Erosion & Sediment Control bond in the amount of \$7,975.00; and certify the Erosion & Sediment Control Plan. **The motion unanimously passed.**

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**\*\*Chair Jeffrey Gordon review special permit criteria with the commission. This information was stated for the record with no objections**

- b. Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a
  - i. Still in Public Hearing Status
- c. 651-07-37- 1015 Route 198- Carl and Patricia Noren- 1 lot subdivision boundary line adjustment
  - i. The required State of Connecticut DOT driveway permit was received on 10/15/21
  - ii. Bruce Woodis of KWP Associates, representing the applicant was present and stated that the only changes made to the plan are including a site line demo and adding an existing culvert that is required on the plan.
  - iii. It was stated that the boundary line adjustment added to an existing lot and made it a conforming lot.
    - 1. Joe Adiletta questioned the proposed septic on the plan
      - a. Bruce Woodis clarified that the proposed septic is not on the property in question and has been approved by NDDH

**\*Motion** made by Joe Adiletta to approve as presented the 1-lot subdivision with boundary line adjustment, 651-07-37, 1015 Route 198, Carl and Patricia Noren, approve the Erosion and Sediment Control Bond in the amount of \$11,845.00, and certify the Erosion & Sediment Control Plan. **\*Seconded** by Jeffrey Marcotte. **The motion unanimously passed.**

## **12. ZEO Reprts**

- a. Office
  - i. No concerns
- b. Permits
  - i. No concerns
- c. Enforcement
  - i. No concerns

## **13. Budget Review & Bills**

- a. None to report

## **14. Correspondence**

- a. Robinson + Cole submitted letter to the PZC in reference to Verizon cell tower
  - i. Notice of Exempt Modification- Facility Modification, 1825 Route 198, Woodstock, Connecticut

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### 15. Adjournment

**\*Motion** was made by Gail Dickenson and **Seconded** by Mark Blackmer to adjourn. **The motion passed unanimously.** The meeting adjourned at 9:04 pm.

Respectfully submitted by Amy Monahan, Recording Secretary.

DISCLAIMER: These minutes have not yet been approved by the PZC. Please refer to next month's minutes for approval/amendments.